



Dawn Drury – Acting Town Clerk
15-17 Temple Street,
Keynsham, Bristol BS31 1HF
Telephone: Nos: 0117 986 8683/07904 161097
E-mail: deputytownclerk@keynsham-tc.gov.uk
www.keynsham-tc.gov.uk

To All Members of the Finance & Policy Committee: Cllrs Dave Biddleston, Clive Fricker, Andy Halliday, Hal MacFie (Vice-Chair), Andy McGuinness (Chair), Brian Simmons and Jonathan Wallcroft.

Dear Councillor

You are summoned to attend a **MEETING OF FINANCE AND POLICY COMMITTEE** to be held in the **BAPTIST CHURCH, KEYNSHAM** on **MONDAY 15th NOVEMBER 2021** commencing at **7.00PM**.

Signed on 8th November 2021

By Dawn Drury Acting Town Clerk

EMERGENCY EVACUATION PROCEDURE

If the continuous alarm sounds you must evacuate the building by one of the signed green running persons exits and proceed to the named assembly point.

Assembly point: Grassed area past St Cadoc House, Temple Street.

DO NOT USE THE LIFTS

COVID 19

THIS MEETING IS OPEN TO THE PUBLIC. ATTENDEES WILL BE REQUESTED TO WEAR THE FACEMASKS PROVIDED, USE HAND SANITISER AND FOLLOW SOCIAL DISTANCING/ONE-WAY SYSTEM TO MINIMISE THE RISK OF TRANSMISSION

PLEASE DO NOT ATTEND IF YOU SHOW ANY SYMPTOMS OF COVID OR HAVE BEEN IN CONTACT WITH SOMEONE WHO HAS TESTED POSITIVE FOR COVID WITHIN THE LAST 7 DAYS OR HAVE A POSITIVE LATERAL FLOW TEST OR PCR TEST

ALL ATTENDEES ARE ENCOURAGED TO UNDERTAKE A LATERAL FLOW TEST UP TO 48 HOURS PRIOR TO THE MEETING

THIS MEETING MAY BE FILMED OR RECORDED (PLEASE REFER TO THE TOWN COUNCIL'S PROTOCOL ON THE FILMING AND RECORDING OF LOCAL COUNCIL AND COMMITTEE MEETINGS (adopted August 2014)).

FINANCE & POLICY COMMITTEE AGENDA 15th NOVEMBER 2021

1. APOLOGIES FOR ABSENCE

RECOMMENDATION:

To receive apologies for absence.

2. DECLARATIONS OF INTEREST

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 16th April 2019) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464 and as per Standing Order 3(v).

3. DISPENSATIONS

In accordance with Standing Order 13, to consider any requests for dispensations (for disclosable pecuniary interests) prior to the item (s) being discussed, that Members may only become aware of during the meeting itself and to receive any disclosures of decisions as per item 7 of Keynsham Town Council's Dispensations Policy and Procedure Guide.

4. RECORD OF PREVIOUS MEETINGS

RECOMMENDATION:

The minutes need an amendment in respect of the attendees which should have been:

Cllrs D Biddleston, A Halliday, H MacFie (Vice Chair), A McGuiness (Chair) and B Simmons and NOT Cllr Fricker.

- (i) That the Minutes of the Finance Cttee meeting held on 19th October 2021 (previously circulated) be confirmed as a true record and signed by the Chairman.

5. PUBLIC PARTICIPATION

- (a) In accordance with Standing Order 3(e), Members of the Public will have the opportunity to ask the Chairman any question concerning, or make observations upon, the business of the Council, at the start of the meeting, provided notice of the question along with the name and address of the member of public has been given to the Town Clerk at least four clear days before the meeting where possible, and in any case to the Chairman before the meeting. This also applies to all Committees of the Council.

RECOMMENDATION

That the Chairman respond to any questions/observations. If the matter is not already tabled on the Agenda, the Council may move a motion to refer the matter to be itemised on the agenda of a successive meeting, but it cannot make any decisions on any matters raised at this meeting unless considered under a further item on this particular Agenda.

6. FINANCE MONTHLY REPORTS

- (i) Budget Monitoring Report
- (ii) Balance sheet – Trial Balance month 6 – September 2021
- (iii) Bank cash & Investment reconciliation as at 30th September 2021
- (iv) Balance sheet as at 30th April 2021

RECOMMENDATION:

To approve the above financial reports.

7. BUDGET REQUESTS FROM OUTSIDE BODIES

The following requests listed below need to be considered so that amounts can be put in the Town Council draft budget for 2022-2023, which will be brought to the December meeting of the Town Council.

- a) KeynshamNow
- b) Dial-A-Ride
- c) Keynsham Music Festival Association Limited
- d) Keynsham In Bloom

RECOMMENDATION:

- i. To make recommendations to Town Council in respect of the attached budget requests for 2022/23.
- ii. That any surplus for KeynshamNow at the end of this financial year be transferred to the Earmarked Reserve for KeynshamNow.

8. GRANTS BUDGET 2022/20323

- (i) To consider budget GENERAL COMMUNITY GRANTS disbursed by Grants Committee (£22,000 this financial year).
- (ii) To consider budget Environmental Grants disbursed by Grants Committee (£10,000 this financial year).

RECOMMENDATION:

To make recommendations to Town Council in respect of the grant funding for 2022/23.

9. BUDGET ITEMS

The 2021/2022 litter/dog bin budget was £500.00. The Council has recently been shown a report showing the condition of the Town Council bins and have agreed to purchase 3 new

bins one from litter/dog bin budget, one from Cemetery and Grounds Maintenance Budget. There are approximately another 15 bins that will need replacing in the future.

RECOMMENDATION:

- (i) To decide on a draft budget for bins in 2022/2023. Suggested that the litter/dog bin budget be increased to £2,000 for 2022/2023.
- (ii) To receive budgets from EATH consultation (figures suggested under delegated powers by the Acting Town Clerk) as follows and recommend for approval by full Council:

4114 - Winter Festival – Recommended to Town Council in 2021/22 - £9000 - agreed by Town Council.

4112 - Bandstand Events – Recommended to Town Council in 2021/22 - £7500 - agreed by Town Council.

4127 - New Events General – Recommended to Town Council in 2021/22 - £2500 agreed by Town Council.

4101 - Christmas Lights – Recommended to Town Council in 2021/22 – £6000 - agreed by Town Council.

4113 - Community Networking Event – Recommended to Town Council on 2021/22 - £150.

4108 - Arts General (including arts newsletter) – Recommended to Town Council in 2021/22 - £3500 - agreed by Town Council.

4107 Tourism – Recommended to Town Council in 2021/22 - £2500 - agreed by Town Council.

4754 Mosaics (coming from CIL) – Recommended to Town Council in 2021/22 - £2500. Note project moved forward to 2021 -2022 so nothing was allocated for this current year.

4103 - Business Forum – Town Council agreed £1500.

4115 - GWR display posters (Restricted GWR Earmarked reserves) £1000 - agreed by Town Council.

Remembrance Parade (new to Town Council – needs own budget) – Costs approximately £750 (tech support for event (sound and possible lighting)).

10. CAPITAL PROJECTS REVIEW

On 6th October 2020, Capital Projects Review 2021 Part 2 was undertaken and timetabling and budgets for capital projects were resolved for (3 years) 2021/2024 as follows:

2021/2022

Project no	Description	Amount to put in budget
20	Burnett Lease	£10,000
1	Cemetery walls	£10,000 (CIL)
2	Cemetery railings	£10,000 (CIL)
11	Existing Allotments	£20,305 (s106 from B&NES) – to be claimed.
19	Office premises	£600,000 PWL repayment
33	Tree planting	£2,000
22	High Street Shop Front	£40,000 (CIL)
13	Cemetery records digitisation	£3,000 (Plus £new EMR £2500)
21	Timeline	£14,346 from EMR
32	Manor Rd NEW Pavilion	£10,000
	Feasibility study N.B. subject to asset transfer being agreed	

(ii) That the following contributions to EMR should be allocated in the draft budget as follows:

327	Cemetery Driveway	£5,000
335	Cemetery Chapel	£5,000
338	Bandstand Roof	£2,000
343	Cemetery Extension	£5,000
344	Bus Shelters	Revenue surplus only
346	Play Areas	£8,000
347	Capital Equipment	£3,000
348	Noticeboards	£3,000
349	Bins and Benches	Revenue surplus only
353	New Vehicle	£2,500
354	Play Area Surfacing	£3,000
360	Office Move	£10,000
	Manor Rd	£10,000
	Bus Service	£2,500

RECOMMENDATION:

To confirm that capital projects budget's still stand until 2024.

11. PETTY CASH POLICY AND PROCEDURE (To follow)

RECOMMENDATION:

To receive and recommend to full Council that the attached Petty Cash Policy and Procedure document be approved.

12. COMPLETION OF AUDIT

An Internal Audit review was undertaken by our Auditor on Friday 12th November 2021, the outcome of the review will be presented at a future Finance & Policy Committee meeting.

RECOMMENDATION:

To note.

13. ANNUAL CIL STATEMENT 2020 - 2021

To note that the Annual CIL Statement 2020 – 2021 approved at the Town Council meeting on 28th July 2021 has been published on the Town Council website.

14. SUBSCRIPTIONS 2022/2023

A list of subscriptions proposed for 2022-2023 is attached which includes both existing and new ones.

RECOMMENDATION:

To receive and recommend to Town Council that the subscription for 2022/2023 be approved.

15. CANCELLATION OF SW COMMUNICATIONS CONTRACT – PHONE SYSTEM

Prior to leaving the Town Council, the previous Town Clerk ordered and had installed a new telephone system for the office. The Town Council has been receiving invoices for the maintenance of phone equipment (quarterly – last quarter paid 01.10.21 – 31.12.21) £54.49 and quarterly hire costs (last quarter paid 01.09-30.11.2021) £37.69. The Acting Town Clerk emailed SW Communication on 3rd November 2021 to cancel the contract and received the following response:

'I have had an update from our cancellations team and due to your PBX maintenance being in term until 01/04/2022, and your PBX finance being in term until 28/02/2022, early termination charges of £423.65 will be applicable.

If you are happy to proceed with the cancellation with these services please let me know what date you would like them to be ceased from.

Please note that if your cancellation instruction has not been acted upon within 6 months it will become null and void, meaning notice will need to be given again.

I will not cancel any services without your clear written instruction.

I look forward to hearing from you.

*Kind regards,
Robyn Customer Service Department - SW Communications*

RECOMMENDED:

To decide whether to continue paying the ongoing charges until the termination of the contracts - PBX maintenance until 01/04/2022 at a cost of £54.49 and PBX finance until 28/02/2022 at a cost of £37.69 or whether to pay the early termination charge of £423.65.

16. BANDSTAND ELECTRICS (Quote attached)

For many years the Town Council bandstand was without electric following a flood that breached the riverbank and damaged the electric cabinet. This has meant that over 28 bandstand performers and KMFA Association have had to use a petrol generator for power which has not been ideal. A few years ago, CCTV was installed on the bandstand by Bath and North East Somerset Council and for this to work the electric supply had to be reinstated. Unfortunately, early this year the CCTV was vandalised by youths, damaging the electric supply and leaving it in a dangerous condition. This was supposedly attended to by B&NES Council to ensure it was safe. However, the Town Council were notified by KMFA Limited that this was not the case, and it was still a danger to use. B&NES were notified of the problem. This week a quote for reinstating a safe electric supply has been received from a B&NES Contractor. As the Town Council own the Bandstand the electric supply is our responsibility.

RECOMMENDED:

That a decision be made to accept the quote and inform B&NES Council's contractor to proceed with the reinstallation of a safe electric supply.

17. UPDATE ON MANOR ROAD PAVILION REFURBISHMENT

To receive a verbal update from the Acting Town Clerk on the Asbestos Engineers report and next steps in respect of the refurbishment of Manor Road Pavilion.

18. MANOR ROAD CHARGES

RECOMMENDED:

That due to the condition of the Pavilion it is recommended that the current charges remain with the 50% COVID reduction.

19. KEYNSHAM NEWS 2022 COSTS

With housing development in Keynsham increasing rapidly numbers of deliveries to BS31 1 and BS31 2 has increased to 9082. In monetary terms delivery costs have increased from £802.06 to £904.97 per edition, totalling £3619.88 for delivery in 2022. This equates to 10 pence per magazine delivered. Royal Mail deliveries are reliable and efficient, finding another local company that can make the necessary number of deliveries will be difficult.

Ignyte design, print and delivery to Swindon Royal Mail charged per edition at £1466.00, totalling £5864.00 for 2022.

When undertaking research for print and design costs of the Keynsham News for 2021 all quotes came in at more than Ignyte.

Total cost per edition for 2022 £2370.97.

In 2020/2021 the budget for the newsletter was £4,500. The previous Clerk had no figure in the budget for 2021/2022 as she was looking to producing the Keynsham News in house but this did not happen due to COVID.

RECOMMENDED:

Budget for 2022/2023 Keynsham News design, print and delivery £10,000.

20. QUOTES FOR CEMETERY PLAN

RECOMMENDATION:

Further to discussions at the Town Council meeting on 19th October, to consider obtaining quotes for production of an editable plan of the grave spaces at Keynsham Town Council. If an agreement is made to seek quotes this project to be undertaken in the New Year when staffing is in a better position.

21. INVESTMENT REVIEW (Reports attached 21 & 21 a)

RECOMMENDATION:

To receive and note the Keynsham Town Council Investment Strategy Review/Investment Position Statement (and supporting Share Class 4 Yield Summary) as stipulated by the Corporate Governance Review Timetable.

22. ELLIS WHITTAM - CHANGE IN THE RATE OF LEGAL EXPENSES INSURANCE (LEI) (Letter appended page 11)

RECOMMENDATION:

- (i) To receive and note the correspondence received from Ellis Whittam in respect of changes to the rate of the Legal Expenses Insurance (LEI) covering Employment Claims and Health and Safety Prosecution.
- (ii) To decide whether to cancel this LEI policy cover that runs alongside our service agreement and request a credit for the invoice in the sum of £295.50 plus VAT.
- (iii) To note that the Town Council has a 3 year agreement with Ellis Whittam ending 30.11.2023. The combined Employment Law and HR and Health and Safety cover equates to £4600 per annum.
- (iv) To decide on the budget for 2022/23 £4600 plus £295.50 with LEI Policy – Total £4895.50 (£4896.00) or £4600 less £295.50 without LEI Policy.

23. NALC RECOMMENDED ENERGY CONSULTANT FEE AUDIT

The following information was provided by nhoyles@utility-aid.co.uk. Utility Aid are now in partnership with The National Association of Local Councils to support 10,000 councils in the UK with all things energy. For further information about the partnership check out the following link: <https://www.nalc.gov.uk/about/our-partners#utility-aid>

The energy markets are currently extremely volatile and energy prices are rising as suppliers look to recover losses due to the effects of Covid.

They specialise in energy for street lighting and many other services run by councils. They are one of the sponsors for the Society of Local Council Clerks and manage the energy for hundreds of town and parish councils in the UK. They also offer the option of collective purchasing for town and parish councils to hugely reduce costs by bulk buying and can even support you on your journey to net zero with qualified assessors and access to a large variety of green energy suppliers.

Free Energy Audit & Invoice Validation

They will work with the Town Council to understand what we should be paying now to see if we are being charged too much. They can also offer a historical audit going back several years to check for previous overcharges and if they find we have overspent, then they will recoup the money from the energy suppliers.

They work closely with the largest provider of green energy in the UK and all of the power suppliers they work with can provide our customers with a green power option.

Expert Assessors: They have an inhouse Energy Assessor who can help guide the Town Council on the journey to net zero.

Collective Power: They are the only broker offering purchasing to the entire sector. They have over 600 customers with over 4000 meters and more than 1800GWH of energy this creates huge purchasing power.

Next steps

All that they need is a recent bill and a signed copy of a Letter of Authority (LOA) and they will do the rest. The LOA does not grant the Town Council any form of exclusivity nor does it allow them to place us in any contracts. It just allows them to make enquiries on behalf of the Town Council.

To note that the Town Council's energy contract expires on 31.03.2022.

RECOMMENDED:

To decide whether to sign a Letter of Authority for a NALC recommended energy consultation free audit.

24. DATE OF THE NEXT MEETING

RECOMMENDATION

That the next consultation with the Finance & Policy Committee will be on Tuesday 14 December 2021 at 6.30 p.m.

Dear Client,

The purpose of this letter is to explain to you the change in the rate of Legal Expenses Insurance (LEI) invoiced to you for your forthcoming contract year.

The LEI policy that you procure each year is paid for annually, and the cost may vary annually according to your declared headcount and the prevailing rate charged by ARAG, the insurers.

Every year we work hard with the insurers and our brokers to keep LEI rates fixed. We are also assisted in that process by the outstanding track record that we have achieved over the years. Our clients have a significantly lower rate of claims per employee than the general UK employment market, and a significantly higher win rate on claims received. This has allowed us to exert significant influence over our insurers.

All of that said, the Legal Expenses Insurance market has been under significant strain for the past few years. Since the abolishing of fees to lodge an employment claim in July 2017, there has been a dramatic increase in the rate of claims made against LEI policies. Furthermore, there has been a rising number of claims that include an element of discrimination, protected disclosure or whistleblowing which impacts the volume and cost of settlements.

Unfortunately, the level of claims is now so great that the insurers (ARAG) have decided that a further rate increase is required. In the first 3 quarters of the 2021 calendar year, the number of single employment claims received has increased by 40% over the same period in 2020.

Therefore, with effect from 1st November 2021, the LEI rates per head, for Employment cover will increase to £15.00, but will reduce to £3.50 for Health and Safety cover respectively. Despite these changes we continue to believe that the rates being charged are extremely competitive in the current market. Individually underwritten policies (which yours is not) are considerably more expensive, and in addition the LEI policy that you have does not contain any Coronavirus exclusion clauses in it. Whilst not unique it is certainly rare, and most LEI policies underwritten since mid-March 2020 do have such exclusion clauses.

Finally, we would like to point out that the purchase of LEI is optional. Should you wish not to continue purchasing a policy to run alongside your service agreement with us then please just let us know and we will credit the invoice raised and cancel your cover. In that case you would, of course, continue to receive the full benefit of our service but without the benefit of LEI in which case we would be happy to defend any claims / disputes arising for a separate fee to be agreed at the time.

We hope you understand the reasons for the rate increase, and it is something we do not take lightly. We have gone into this level of detail deliberately to help your understanding and to ensure that we are completely transparent with you. If you do wish to discuss this further with us, please call your Ellis Whittam Client Manager or email us at cmt@elliswhittam.com

Thank you.